

DUTY STATEMENT

TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 8/19/2021	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist I		E. POSITION WORKING TITLE Open Data Engineer I
F. CURRENT POSITION NUMBER		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-533-1402-001
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Enterprise Technology / Data & Geospatial Services / Rancho Cordova PG1.3		I. SUPERVISOR NAME AND CLASSIFICATION Isaac Cabrera, Information Technology Manager II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY, 8:00 AM – 5:00 PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	Organizational Setting and Major Functions <p>The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public's evolving needs, enrich customer experiences, and improve critical technological applications. CDT's Office of Enterprise Technology (OET) plays a critical role to enhance digital government and build a California that works for all Californians. We do this by providing foundational platforms and technology (such as GIS/Open Data, Web Portals, Software Engineering and Open Source code curation) for organizations to provide innovative digital services.</p> <p>The Information Technology Specialist I (IT Spec I) works with the Information Technology Specialist II (IT Spec II) for day-to-day activities under the direction of the Information Technology Manager II (IT Mgr II) and may work directly with other staff and management internally and externally. The IT Spec I performs work involving a subsystem of business applications or integration projects, and typically requires expertise in a singular technology or a good exposure to multiple technologies.</p> <p>The work environment often operates at a fast pace where demands require managing multiple high priorities simultaneously, each with tight deadlines. The nature of the work also requires the IT Spec I to be adaptable to new technologies and trends in IT and learn new skills to keep current.</p>
% of time performing duties 45%	Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) Open Data Duties: <ul style="list-style-type: none"> Coordinate open government data effort including how the public consumes state data products. Ensure data is available, reliable, consistent, accessible, secure, and timely Continuously broker access through the Open Data Portals Advise management of the constant rate of change and innovation of the open data architecture and platform. Oversee Application Programming Interface (API) development, metadata standards, and compatibility with emerging web data standards. Reach out to industry, academics, other branches of government, and the public to promote Agency data and data services. Act as the subject matter expert in the development of policies for Open Data.

% of time
performing duties

30%

Web Application, GIS and Open Data:

- Provide software development in support of CDT's customer web applications, services, content management systems, and projects.
- Plan, schedule, and coordinate projects for external and internal customer web development/and data analytics projects.
- Design data analytics solutions based on business requirements, service offering, programming development, standard templates, Software Development Life Cycle (SDLC) methodologies, and APIs.
- Provide data analysis and data analytics expertise in support of CDT Services and statewide web solutions development.

Web Development and Data Engineering:

Work as a highly skilled, lead software engineer in developing web applications:

- Support the extractions, transformations, and loadings (ETL) of internal and external datasets/files.
- Plan, architect, design, and prototype web applications and data pipelines.
- Recommend the best technologies and approach for a technical solution in accordance with CDT's strategic plan and emerging technologies/industry trends.
- Write well-designed, testable, efficient code by using best software development practices.
- Integrate data from various back-end services and databases.
- Facilitate regular code review with peers to adhere to standards and maximize reuse.
- Gather and refine specifications and requirements based on both business and technical need.
- Develop and maintain documentation for assigned web services and technologies.
- Build wireframe mockups and site process flow.

20%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

Other related duties as required.

5%

Work Environment Requirements

- May be required to carry a cell phone.
- May be required to work outside of normal work schedule.
- Travel to internal and external customer locations for meetings is required.
- Managing multiple high priorities simultaneously, each with tight deadlines.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Spec I receives direction from the IT Mgr II. It is expected that the IT Spec I interpret directions and coordinate, organize, plan, provide direction to staff, and facilitate the implementation of directions, projects, and assignments.

Actions and Consequences:

The IT Spec I should have a thorough understanding of the responsibilities and duties of this position and also a broad understanding of the mission and goals of the OET. Poor decisions, judgments, and recommendations in the areas above could result in dissatisfaction of partners and the inability for products to function.

Personal Contacts:

The IT Spec I has regular contact with various California departments, agencies and their executive leadership and project staff, the California Government Operations Agency (GovOps), CDT executives, leadership and project staff, and consultants. The IT Spec I may have contact with the Governor's Office, Legislature, control agencies, business consultants, and vendors in the communication of program strategies, direction, and project changes.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

None

Supervision Exercised:

This level does not supervise but may lead. The IT Spec I has defined responsibility and authority for decision making related to projects or in an advisory function.

Other Information

Desirable Qualifications: (List in order of importance.)

- Knowledge of and experience with data governance, data publishing, and data harvesting/federation
- Knowledge of and experience with open data platforms such as CKAN and Socrata.
- Knowledge of and experience with ArcGIS Online and Hub / Hub Premium
- Knowledge of and experience with geospatial data and analytical techniques.
- Server technologies: CKAN, FME Server, ArcGIS Server, IIS, MS SQL Server, MySQL,
- ETL (extract, transform and load) technologies such as FME Desktop and Server, Azure Data Factory, and Fivetran
- APIs: REST, SOAP, ASP.NET WebAPI, ArcGIS Server
- Toolkit: MS Visual Studio, DreamWeaver, VSTS, Github, SSMS, MySQL WorkBench, QGIS, ArcGIS Pro, ArcGIS Desktop (geospatial), MS SQL geospatial
- Languages/tools: Python, R, JavaScript, HTML, CSS, SQL, XML
- Databases: Oracle, Snowflake, MS SQL Server, MySQL, PostgreSQL, ESRI file, personal, and enterprise geodatabases.
- Ability to work independently and collaboratively and manage multiple priorities while working in a fast-paced, highly visible environment.
- Possess excellent communication skills
- Be able to take independent actions and be knowledgeable of CDT's policies and procedures.
- Adapt to new technologies and trends in IT and learn new skills to keep current with industry standards and best practices.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE